

# Retention and Classification Report

**Agency:** District Court (Third District : Tooele County) (1678)

47 South Main  
Tooele, UT 84074  
901-967-8857

## Records Officer

83312	Civil case files
83313	Criminal case files
83314	Probate case files
17612	Probate records index and registers
17613	Probate registers
10205	Tooele small claims case files
17541	Wills and oaths

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83312

3

**TITLE:** Civil case files

**DATES:** i 1895-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 1.40 cubic feet.

**DESCRIPTION:**

Depositions, demurrers, answers, counter claims, replies, motions, petitions, affidavits, exhibits, notices, objections, citations, sheriff's certificates, judge's orders and rulings, judge's findings of fact and conclusions of law, executions, and judge's final decrees. Civil cases refer to those judicial proceedings relating to the enforcement and protection of rights, and the preventing and redressing of wrongs which cannot legally be called criminal cases.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**APPROVED:** 09/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83312

**TITLE:** Civil case files

(continued)

**APPRAISAL:**

Administrative Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83313

3

**TITLE:** Criminal case files

**DATES:** i 1895-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Case files are made up of the various documents filed with the Third District Court in Tooele County pertaining to each specific case. The records usually contain information such as the case number, and the names of the defendants, counsel, jurors, and witnesses. The case file may include complaints, indictments, subpoenas, verdicts, warrants of arrest, execution or confinement, warrant returns, affidavits, orders, judgments, appeal notices. Files rarely include transcripts of testimony.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**APPROVED:** 09/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83313

**TITLE:** Criminal case files

(continued)

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83314

4

**TITLE:** Probate case files

**DATES:** 1871-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Case files pertaining to the estates of the deceased, the incompetent, and minors.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. Because they enforce or

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 83314

**TITLE:** Probate case files

(continued)

protect private rights and prevent or redress private wrongs, the value of the judge's decrees and final judgments to parties in the action may well extend indefinitely.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Exempt. Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records. Wills are generally

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 17612

3

**TITLE:** Probate records index and registers

**DATES:** 1896-1948, 1963-1966

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This microfilm includes both probate indexes and registers of action.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**PRIMARY CLASSIFICATION:**

Private          Contains information about adoption cases

**SECONDARY CLASSIFICATION(S):**

Public



**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 17613

3

**TITLE:** Probate registers

**DATES:** undated

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 10205

3

**TITLE:** Tooele small claims case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by docket number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These case files document small claims handled by the Circuit Court and later the District Court.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 04/1999

**FORMAT MANAGEMENT:**

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Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Legal

This disposition is based on the Judicial Council approved retention schedule.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Third District : Tooele County)

**SERIES:** 17541

3

**TITLE:** Wills and oaths

**DATES:** 1885-1966

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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